

Job Description

Create a web-based module for a small (150 employees) construction company that will track and make available selected payroll information to its employees. Employees will use the system to access amount paid, taxes and other deductions withheld, and present this information by pay period. Employees will have limited control over updating their own information online.

Employees will also use this internal website to view employee documents such as the employee handbook.

From an administrative perspective, system will permit the upload of data generated by the company's primary computer accounting system and exported from that system in delimited text files. Administrative personnel will be able to add and modify employee information.

Online data will be stored in a MySQL database with all personally identifiable information (such as names and employee identification numbers) stored in an encrypted format.

UI will be built using class-based PHP. Javascript can be used where necessary but use of JS should be kept to a minimum to keep the application as simple and easily managed as possible.

Table Specifications (subject to change based on programming considerations, this is a rough schema)

table "employees" contains the following fields:

- employee_db_id (autoincrement)
- employee_id (used by company)
- start_date (epic date)
- first_name
- last_name
- address
- city
- state
- zip
- phone1
- phone2
- cellphone
- email_address
- username (defaults to email address, can be overridden)
- password
- type (hourly or salaried)
- ytd_earnings_regular
- ytd_earnings_ot
- ytd_withholding_federal
- ytd_withholding_medicare

FLEXISS, LLC. 7 March 2007

ytd_withholding_fica
ytd_withholding_state
ytd_withholding_other

table "paychecks"

paycheck_id (autoincrement)
check_number
date
employee_db_id
gross_pay
net_pay
pay_period_begin (epic date)
pay_period_end (epic date)
hours_worked_regular
hours_worked_ot1
hours_worked_ot2
hourly_rate
salaried_rate
payment_type (hourly or salaried)

table "deductions"

deduction_id (autoincrement)
paycheck_id
deduction_description
deduction_amount

table "disbursements"

disbursement_id
paycheck_id
description (i.e. bank checking account, bank savings account, etc.)
disbursement_amount

table "documents"

document_id (autoincrement)
document_url
document_brief_description
date_posted (epic date)
views

Administrative Functions

Add/Modify/Delete employee records

This will also let the admin set or over-ride the "ytd" fields (see table specs above)

Add/Modify/Delete Paychecks

Normally paychecks will be imported from a delimited text file, but there needs to be a

function to add or modify checks one at a time as well

Import Payroll Data

Data will be exported from client's primary computer accounting system in a delimited text format. This file will contain all necessary fields to populate the paychecks, deductions, and disbursements tables. It will also update the "ytd_" fields in the "employees" table. At the end of the import the admin will be allowed to view and check records for accuracy by going to the first paycheck number and then clicking "next" to view the next and so on. At the end of the checking process, the admin will be asked if they want to "send employee notice". If they answer yes, an email will be sent to every employee who a) registered a paycheck and b) has an email address, inviting them to view their latest payroll information online.

Broadcast email

Admin will be able to compose an email in text format. Admin will be allowed to add attachments to be sent with the email. Recipients of the email will be determined by displaying a list of all employees with checkboxes. The admin can enable only certain employees or click a box to enable all. In addition, there will be a textarea html field where the admin can input a list of email addresses one per line to be included in the broadcast.

When the broadcast processes it should send the emails individually, one per every 5 seconds in order to avoid tripping spam limitation rules on our server.

Update Employee Documents

This will allow the admin to view documents that are being stored online for easy employee review. The list that the admin sees will also show the number of times that document has been viewed. An entry to the "documents" table is made for each document uploaded and stored. Admin can delete or add documents to the list. Documents must be in pdf format and would carry a brief description.

Employee Functions

Login

Employee will login with username and password. If present, the email address can be used as the username. There should be a password retrieval mechanism that allows them to have a password reset and emailed to the email address on their record.

View Latest Payroll

Employee can see latest paycheck with all deductions formatted like a paycheck for easy comprehension. Beneath the paycheck information will be year-to-date values on the following fields of information:

- ytd_earnings_regular
- ytd_earnings_ot
- ytd_withholding_federal
- ytd_withholding_medicare

FLEXISS, LLC. 7 March 2007

ytd_withholding_fica
ytd_withholding_state
ytd_withholding_other

View payroll data by date range

Employee can enter a starting and ending date and see columns that will show:

pay date
check number
gross earnings
net earnings
total deductions
view details

If the employee clicks “view details” it will show a version of a particular paydate such as they see if they view latest payroll.

Update Your Information

This will allow the employee to update his address and contact information. If an employee does this, an email is automatically generated to the employee and to the employer confirming the changes.

View Documents

Employee will see a list of all documents and their brief description. If an employee clicks on a document it will be called and the table will record a “view” for that document.